
Request for Qualifications

For Professional Engineering Services,
Community Development Block Grant,
ED Myer Complex & Diamond Street Park
Improvements,
City of Titusville, PA

Direct Responses to:

Neil Fratus, City Manager
City of Titusville
107 N Franklin St
Titusville, PA 16354
manager@cityoftitusvillepa.gov

Deadline for Submissions: November 12, 2021 by 4:00 PM

REQUEST FOR QUALIFICATIONS - PROFESSIONAL ENGINEERING SERVICES

Professional Engineering Services for the Community Development Block Grant Program

GENERAL DESCRIPTION OF PROPOSED ACTIVITIES

The City of Titusville is seeking proposals from qualified engineering firms to assist with the implementation of two park improvement projects funded by the Community Development Block Grant program. Titusville has received funding to develop a passive park space on approximately .25 acres of land within city limits. The work is the complete design of a city park located at 108-110 Diamond Street. The City also secured funding for improvements to the Ed Myer Complex, a multi-use recreational park. Potential park improvements relate to playground equipment, baseball and softball field dugouts, storage structures, a dog recreational area, and the creation of community event venue.

Eligible firms will be required to assist with project development including but not limited to: establish cost estimates and project timelines, provide design and engineering services, assist with procurement, and provide inspection on completed projects. The City of Titusville is an On Behalf of (OBO) of Crawford County for the administration of its Community Development Block Grant Program. Therefore, the selected firm will be expected to coordinate with both the City of Titusville and the Crawford County Planning Office. Firms that can demonstrate experience with park and/or recreational improvement projects are encouraged to submit proposals.

TYPE OF SERVICES REQUIRED

Professional engineering services for preparation of plans and specifications as needed to correctly execute community development projects, specifically park improvements, to include related tasks as listed below:

- Prepare project schedules, cost estimates, and schematic drawings.
- Prepare and/or review construction documents including drawings and product samples.
- Review and advise County on bid submissions to ensure the qualified bid fulfills all of the obligations within the construction documents and invitation for bid.
- Assist in preparation of contract documents.
- Attend and conduct pre-bid and pre-construction conferences, if deemed necessary.
- Attend and conduct construction progress meetings.
- Respond to on-going questions from contractors.
- Prepare contract change orders for approval of CDBG program.
- Observe and document construction issues.
- Review and recommend to County appropriateness of payment to contractors.
- Advise County on conducting pre-final inspections to determine if the project is substantially complete, and a final inspection to determine if the project has been completed in accordance with the construction documents and if the Contractor(s) have fulfilled all of their obligations thereunder so that final payments are warranted.
- Ensure the Contractor(s) have obtained any necessary permits.

INFORMATION REQUIRED OF EACH SUBMISSION

Each submission shall contain one hard copy and one digital copy of the RFQ proposal. **Submissions must be received by Monday, November 12, 2021, by 4:00 PM.** Submissions shall be addressed as follows:

Neil Fratus, City Manager
Attn: CDBG RFQ Submission
City of Titusville
107 N Franklin St
Titusville, PA 16354

Submissions shall contain responses to the following items:

- The qualifications and experience of the professional personnel to be assigned to the projects.
- Demonstration of past experience with Community Development Block Grant funding.
- Examples of past projects relevant to community development, especially park improvement projects.
- The designated contact person in charge of overseeing day to day project activities.
- The name, title, address, email, and telephone number of individuals with authority to negotiate and bind the proposal contractually, and who may be contacted during the RFQ selection process.

EVALUATION PROCESS

Submissions will be reviewed and evaluated in the following areas, listed in order of relative importance from greatest to least with assigned evaluation scoring points:

- Specialized experience of the firm in connection with the type of services to be provided, particularly as they relate to park improvements (20 points)
- Past record of performance on contracts with clients including quality of work, timeliness, and cost control (20 points)
- Familiarity with Community Development Block Grant funding (16 points)
- The qualifications and experience of the professional personnel to be assigned to the project (16 points)
- Familiarity with local conditions (16 points)
- Demonstration of available staff time given current work load and projected commitments (8 points)
- Identification of designated contact persons as noted above (4 points)

Firms will be evaluated and selected based on qualifications. Crawford County will seek to negotiate a contract with a firm that it determines is most qualified to perform the required services.

OTHER NOTICES

- The City of Titusville expressly reserves the right to accept or reject any or all proposals with respect to this solicitation.
- Any and all costs associated with, or in the development of a submission are the responsibility of the Consultant, and shall not be chargeable to the City of Titusville or Crawford County under any circumstances.
- All submissions shall become property of the City of Titusville to use or, at the discretion of City Council, return to the Consultant. Furthermore, all proposals and any associated documents received are considered public information and will be open for inspection to interested parties.

- It is the public policy of Crawford County to promote the opportunity for full participation by minority and women business enterprises ("MBE" and "WBE") in all projects receiving federal funds from the United States Department of Housing and Urban Development which are administered by the Pennsylvania Department of Community and Economic Development. Crawford County has established a Minimum Participation Level (MPL) of five percent (5%) for Minority Business Enterprises and three percent (3%) for Women Business Enterprises participation on projects with CDBG funding. Projects funded by the City of Titusville's CDBG Program are subject to these terms and goals.
- It is the public policy of Crawford County to promote the opportunity for full participation by low- and very low- income persons and to business concerns which provide economic opportunities to low- and very low-income persons in its Community Development Block Grant (CDBG). Crawford County has established Numerical Goals at 25% or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers and 5% or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers. A Section 3 project is defined as a project that covers housing rehabilitation, housing construction, and other public construction projects assisted under HUD Programs that provide housing and community development financial assistance when the amount of assistance to the project exceeds a threshold of \$200,000. Projects funded by the City of Titusville's CDBG Program are subjects to these terms and goals.

CONTACT FOR QUESTIONS

Inquiries regarding this Request for Qualifications should be submitted to the contact below by noon on Wednesday November 3, 2021. Responses to inquiries will be summarized and provided on the City's webpage (<https://cityoftitusvillepa.gov/>) for all interested parties by close of business on Wednesday November 10, 2021.

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 107 N Franklin St
 Titusville, PA 16354
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 (814) 827-5300, Ext 314